



EFFECTIVE NEGOTIATIONS TECHNIQUES
by Norbert Jacker

Agenda

8:30 - 9:00 a.m.

REGISTRATION

TOTAL MINUTES: 150
/ 50 = 3 Hours inc. (Ethics 0)
/ 60 = 2.5 Hours inc. (Ethics 0)

9:00 - 9:50 a.m.

(TAPE 1 - 50 min)

**Preparation for
Negotiations**

- Benefits of getting background information
- Holding practice negotiation sessions
- Creating the proper atmosphere

9:50 - 10:05 a.m.

Break

10:05 - 10:55 a.m.

(TAPE 2 - 50 min)

Strategy and Tactics in Negotiations

- Threats and Promises
- The Hard Bargainer
- Offers and Demands
- Assumptions and Ambiguities
- Precedent and Mediation
- Agreements

10:55 - 11:00 a.m.

Stand-Up Break

11:00 am - 11:50 am.

(TAPE 3 - 50 min)

**Psychological Factors and Ethical Considerations
in Negotiations**

- Racial, ethnic, gender and age differences
- Lawyer incompetence
- Errors or omissions in an agreement
- Communication with the other attorney's client
- Exceeding the authority given by the client

11:50 - 12:00 p.m.

Discussion & Questions

12:00 p.m.

Evaluations and CLE & Wrap-up